

**CITY OF KOOTENAI**  
**County of Bonner**  
**COMMERCIAL/INDUSTRIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION**  
**PROCEDURES**

**A non-refundable initial fee to be credited toward final cost of permit is due upon application, as follows:**

**Commercial/Industrial: \$250.00**

**Northside Fire District Impact Fee - \$0.39 per square foot**

**(Collected at the time the application is submitted KCC Title ,7 Chapter 3)**

**Minor and major stormwater management plans – \$100.00 Non-refundable. To be collected at time of application.**

**STEP #1 PLANNING AND ZONING REQUIREMENTS:**

\* All building permits for Commercial or Industrial or Multi-family may be subject to site plan review or special use permit approval by the city, pursuant to KCC 8-4-1 or KCC 8-3A-3.

- \_\_\_ Approved site plan, KCC 8-4-1.
- \_\_\_ Copy of recorded deed showing legal property owner.
- \_\_\_ Complete the plot plan as directed on the form provided, including setbacks to all property lines and easements.
- \_\_\_ Stormwater management plan, pursuant to KCC 7-2-6 (see attached application).
- \_\_\_ Approved driveway culvert permit, if applicable, KCC 7-2-8 G.
- \_\_\_ Completed building permit application, and appropriate signatures by applicant.
- \_\_\_ Completed site plan, where not required by KCC 8-4-1.

Include at minimum the following:

- |   |  |                         |
|---|--|-------------------------|
| *Setbacks of building to property line          | *Impervious surface coverage (sq.ft)                       | *Landscaping            |
| * Maximum building heights                      | *Lot frontage  | *Refuse/recycling areas |
| *Driveway/approach                              | *Parking layout  | *Utility easements      |
| *Location of utilities, hook-ups, if applicable | *Outside, screened storage or bulk storage, if applicable. |                         |

⊕ In addition to the above, specific design standards for users identified within KCC 8-14-2 may apply. Applicants should seek opinions from the city on whether the use proposed meets this section. Additional requirements may be applicable.

⊕ Any excavation of streets may require permitting by the city. Applicants shall provide necessary information to the city in order to conclude whether additional permitting is required.

**STEP #2 BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:**

- \_\_\_ Kootenai-Ponderay Sewer District approval signature on application: 511 Whiskey Jack Rd, Ponder Point, 208-263-0229.
- \_\_\_ Northside Fire District approval signature on application and/or letter of use approval, if applicable, 208-265-4114.
- \_\_\_ Panhandle Health District approval letter, where applicable (see city for regulations).
- \_\_\_ Other approvals as required by the city:  ITD  EPA  DEQ  Army Corps of Engineers  Avista  
 City of Sandpoint  Other \_\_\_\_\_
- \_\_\_ Signature by the applicant (cannot be accepted without reading & accepting terms of the permitting process).

**STEP #3 BUILDING AND SAFETY REQUIREMENTS PER KCC Title 7, Chapter 1.**

\_\_\_ **TWO (2) 11 X 17** complete sets of construction plans are required for COMMERCIAL projects. Full size sets may be required if 11x17 aren't legible.

All plans must be drawn to scale showing the following information:

- \_\_\_ Elevations of all sides of the structure.
- \_\_\_ Floor plans of all floor levels, showing location of smoke detectors, size and location of windows and doors.
- \_\_\_ Footing and Foundation details (**show sizes and rebar schedules**).
- \_\_\_ Complete framing details showing all structural components (**header and beam sizes, window schedules & insulation R-Values are required on all plans**).
- \_\_\_ Typical cross-section of the structure showing elevations of the interior.
- \_\_\_ Roof details/truss specifications (**indicate size, spacing, and direction of rafters or provide engineered or manufactured truss specifications**).
- \_\_\_ Dimensions must be clearly indicated on the plans.
- \_\_\_ Plans for **Commercial, Industrial, Public, Commercial Pole Buildings** must be stamped by an Idaho Licensed Architect or Engineer.

REMODEL/ALTERATIONS AND REPAIR PROJECTS must complete the project valuation sheet.

Your application will be reviewed for **compliance** with **Local, State, and Federal Codes**. Corrections may need to be completed prior to final approval.

**NOTE:** One set of the approved plans shall **REMAIN ON THE JOB SITE AT ALL TIMES.**

**STEP #4 STATE REQUIREMENTS:**

**State electrical, mechanical and plumbing permits** are required. For more information, contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700. An energizing permit allowing connection of electricity to the building will *be provided by City Clerk*.

**Return completed application and required approvals and information to the City Clerk of Kootenai**

ACCEPTANCE OF FEES DOES NOT CONSTITUTE APPROVAL OF A PERMIT BY THE CITY.  
ALL APPLICABLE APPLICATION COMPONENTS ARE REQUIRED IN ORDER FOR THE  
CITY TO ACCEPT THE APPLICANT'S PERMIT.

PERMITTING APPROVAL TIMES WILL VARY WITH THE CITY DEPENDING UPON THE REQUESTS.

**CITY OF KOOTENAI (208) 265-2431**

**JAMES A. SEWELL & ASSOCIATES, LLC**

**(208) 263-4160**

204 Spokane Street, Kootenai, ID 83840

1319 North Division Ave., Sandpoint, ID 83864